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RETURN TO

RECORDS MANAGEMENT DIV

25 July 1956

Chief, Management Staff

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 18 July 1956 through 24 July 1956.

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1. Accomplishments

a. T/O's Processed.

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	[Redacted]	(1) MS-922 (2) MS-924 (3) MS-925 (4) MS-928 (5) MS-929 (6) MS-930 (7) MS-920	FE FE NEA SE FE FE NEA	2 2 2 1 2 8 2
25X1A9A	[Redacted]			

b. Other

	<u>Examiner</u>	<u>Project</u>
25X1A9A	[Redacted]	DD/P Records Management Program, Coordination of Agency Regulation in DD/P. Coordination completed, proposed Agency regulation forwarded to Records Management Staff for action.

2. Current Assignments

	<u>Examiner</u>	<u>Project</u>
25X1A9A	[Redacted]	(1) MS 6-44, Administrative Burden at Small Stations (2) MS 6-32, Follow-up on National Agency Name Check Project. (3) MS-888, OC, Supplemental Programs Division T/O, [Redacted]
25X1A9A	[Redacted]	(4) MS 6-42, CS Information Reports Distribution Analysis and Procedures (5) MS-1854, Cover Improvements for Staff Employees and Staff Agents Terminal Processing.

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- ✓ (6) MS 6-34, DD/P Reports Management Program.

- (7) MS-918, WE, Redesignation and Transfer of Position
from V to UV, Branch.

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- (8) MS-923, DD/I-FE, Establishment of Position

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- (9) MS-926, FE, Transfer of Headquarters Position from
V to UV.

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- (10) MS-932, FE, Establishment of ,
 Positions.

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- (11) MS-933, FE, Adjustments to FE, T/O, 2 Positions.

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- (12) MS-934, TSS, Realignment of FE T/O, Positions.

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- (13) MS 5-38, T/O System Analysis, Manpower Control.

- (14) MS 6-30, DD/P Forms Program.

- (15) MS 6-46, DD/P Business Machines Facilities.

- (16) MS-914, FI-RI, T/O Adjustments regarding Foreign
National Records Training Officers, 3 Positions.

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